

Misty Ann Butler

Objective: To secure a position with a well established organization with a stable environment that will lead to a lasting relationship.

Work Experience:

YMCA of Whitehouse

Counselor

August 2005- July 2006

- Responsible for the afterschool care and safety of about 60 children
- Implemented plans and activities during afterschool hours

Kids Klub Afterschool Program

College Station I.S. D and City of College Station Parks & Recreation

Office Manager

April 2007-Present

- Liaison between Kids Klub Management Team and School Supervisors
- Maintained Website with updated information for Kids Klub Sites
- Helped plan and organize monthly staff developments
- Performed parent surveys and calculated information about the Kids Klub Performance Levels
- Planned and implemented special projects and events as given by program directors
- Electronically and manually update payroll, employee status, child notification reports
- Assisted in hiring process with all new hires and retaining employees
- Market to new hires through various community outlooks
- Purchase supplies for office, staff developments
- Plan and Schedule directors calendars and meetings
- Order/Design staff and participant attire
- Organized many special events for community

City of College Station, Parks and Recreation Department

Wolf Pen Creek Ampitheater Event Worker August 2009-Present

- Meet and greet the public and serve customers.
- Assist with recreational events and programs.
- Conduct on-site ticket sales and ticket accounting.
- Load and unload supplies and equipment.
- Assist with decorating, supply procurement and event logistics.

Special Recognition: *American Red Cross, Lay Responder First Aid and CPR/AED Instructor
Kids Klub, Employee of the Year 2008*

Education:

*Pursued Degree at Texas A&M University 2004-2007, College Station Texas
Major: Communications Minor: Sociology*

References:

Jana Church

Program Director, Kids Klub
1300 George Bush Drive
College Station, TX 77840
(979) 764-3831

Shelia Walker

Recreation Supervisor-Programs & Special Events
1015 Colgate Drive
College Station, TX 77840
(979) 764-3408

Jennifer Arnold

Assistant Program Director, Kids Klub
1300 George Bush Drive
College Station, Texas 77840
(979) 764-3581